

2. The Principal

- 2.1. The Principal is charged with the duty of promoting the interests and furthering the development of the College; is responsible for the operational aspects of the academic, administrative, financial, and other business; exercises a general supervision over faculty, staff and students; and reporting to the Board regarding operational function of the College.

3. The College Administrator

- 3.1. The College Administrator under the management of the Principal is responsible to formulate, implement and review policies and procedures for financial management and resourcing; provision of information to the Principal regarding operational and financial interrelationships; reporting to the Board regarding the College financial systems management, budget and cash flow. See Financial Policies and Procedures for more detail.

4. The Dean of Academics and Research

- 4.1. The Dean of Academics and Research is charged with the responsibility of all Academic aspects pertaining to Higher Education; advisement of the Principal of all matters relating to academic function; reporting to the Board of same.

5. Purpose of the Delegation of Authority Policy

- 5.1. The purpose of the Delegation of Authority Policy is to establish a framework for delegating authority. Delegations of authority are the mechanisms by which the College enables The Principal, Dean of Academics and Research and College Administrator to act on behalf of the College. The relationship of delegation is to promote efficient and effective governance and management of the College and provide formal authority to act on the Colleges behalf operationally, academically and financially respectively.

6. General Principles

- 6.1. Delegated authority is to the positions not to individual persons.
- 6.2. Acting appointees may exercise the same powers as the permanent appointee to a position.
- 6.3. Delegates may not further delegate their powers except where specifically authorised so to do.
- 6.4. A delegation cannot be exercised where the officer holding the delegation has a conflict of interest.

- 6.5. The appropriate delegate must sign authorisations for expenditure.
- 6.6. No person is authorised to sign on behalf of another in authorising expenditure.
- 6.7. Expenditure may not be authorised unless funds are available under the control of the College Administrator under the management of the Principal.
- 6.8. This policy regarding delegated authority is to facilitate efficiency and effectiveness and equally importantly increase the accountability of the delegate within their delegated responsibility.
- 6.9. Delegations are to be exercised within the framework of the College's Policies, principles, strategic plan and any external legislative requirements.
- 6.10. The policy is designed to ensure that the most appropriate and well-informed individuals exercise the delegated authority.
- 6.11. Delegations reflect the College's organisational structure.
- 6.12. The Board will review the delegation policy annually.
- 6.13. The Board may at any time vary or terminate any delegation, subject to any Statute governing the delegation.
- 6.14. This policy applies to formal delegations. Other subsequent delegations of an informal nature where there is no commitment or liability incurred on behalf of the College are at the discretion of the delegates authorised for each of the above listed areas.
- 6.15. In the event the Principal, Dean of Academics and Research or College Administrator is not available for an extended period, an alternative member of staff is to be authorised by the Board to exercise the same powers conferred to the delegate position.
- 6.16. The Principal, Dean of Academics and Research and College Administrator are responsible to report to the Board at each Board meeting.

7. Authorised Signatories

- 7.1. The Board has authorised delegates to sign documents and transactions on behalf of the College:
 - 7.1.1. Academic Documents relating to awards conferred by the Board are signed by the Board Chair and the Principal.
 - 7.1.2. Academic transcripts are signed by the College Administrator, the Dean of Studies or the Dean of Academics and Research.
 - 7.1.3. Sealed documents are signed by two of the designated seal holders which are appointed at each Annual General Meeting.

- 7.1.4. All financial instruments are to be signed by two authorised signatories as approved by the board.

8. Related Policies and Documents

- 8.1. This policy exists in relation to relevant legislature and other College policies within the designated fields of authority. The Principal, Dean of Academics and Research and College Administrator are authorised to operate within the intent and or guidelines of all College policy within their field of operation.

9. Review Processes

- 9.1. Delegations Policy review: The Board will review this Delegations Policy annually, unless review is required in response to a critical incident or policy implementation issues dictate urgent need.
 - 9.1.1. The review will be conducted in order to satisfy the following:
 - 9.1.1.1. Is the policy being implemented?
 - 9.1.1.2. Are procedures being followed?
 - 9.1.1.3. Is the policy clear?
 - 9.1.1.4. What has changed that may prompt a change to the policy?
 - 9.1.1.5. Have particular stakeholders had difficulty with any aspect of the policy?
 - 9.1.1.6. Can their concerns be resolved?
 - 9.1.1.7. How does the policy compare with that of similar organisations?
 - 9.1.2. The review of the Delegations Policy will be undertaken by a Board member according to the following process:
 - 9.1.2.1. Conduct the review in relation to documentation, implementation efficiency, information transfer to the Board, and accountability of all involved.
 - 9.1.2.2. Draft changes for amendment of the Schedule and/or the Policy if required.
 - 9.1.2.3. Communicate changes once Board approved.
 - 9.1.2.4. Establish a timeframe for implementation of the amendments.
 - 9.1.2.5. Oversee all related document updates and maintenance of records of the review.

Acknowledgement: Some parts of this policy have been adapted with approval from the Tabor College NSW policy.